

**DOCUMENT 00 11 16**

**INVITATION TO BID**

**Project:**

Government Center Archives Expansion

**Owner:**

Little Traverse Bay Bands (LTBB) of Odawa Indians  
7500 Odawa Circle  
Harbor Springs, MI 49740

**Architect/Engineer:**

Anthony P. Esson, Architect  
PO Box 479  
Gaylord, MI 49734

Date: February 29, 2016

LTBB Odawa Indians will receive Bids from General Contract Bidders for construction of an addition and renovations to the existing LTBB Odawa Indians Governmental Center located at 7500 Odawa Circle, Harbor Springs, Michigan 49740.

Sealed Bids may be mailed or delivered in person to LTBB Odawa Indians, c/o Bryan Gillett, Planning Director; 7500 Odawa Circle, Harbor Springs, MI 49740. Bids must be received prior to 2:00 PM local time on the 13th day of April, 2016. Bids will be opened and read aloud at 2:00 PM, April 13, 2016 in Room 312 of the Governmental Center located at 7500 Odawa Circle, Harbor Springs, MI 49740. The Owner will not consider or accept a bid received after the date and time specified for bid submission.

There will be a Pre-Bid Meeting conducted by the Owner and Architect/Engineer at 1:00 PM local time, Wednesday, April 6, 2016. The meeting will convene in the Tribal Council Chambers of the Administration Building Commons located at 7500 Odawa Circle, Harbor Springs, MI 49740. The Pre-Bid Meeting will consist of a brief informational meeting followed by an opportunity for Bidders to examine the Project site. Attendance by Bidders is mandatory. Attendance by Sub-bidders is not mandatory, but is strongly encouraged.

Bidding Documents will be available on or about March 21, 2016. Bidding Documents will be available to Bidders in electronic format (.pdf) free of charge by emailing Shari Temple, Planning Assistant at [stemple@ltbbodawa-nsn.gov](mailto:stemple@ltbbodawa-nsn.gov) with a request for Bidding Documents. Bidders notifying Shari Temple will be included on the Bidders List.

Bidding Documents will also be on file for inspection at the following locations:

LTBB Odawa Indians Planning Department  
Builders Exchange Traverse City, Grand Rapids, Lansing, and Saginaw  
CDC News Michigan  
Construction Association of Michigan  
Construction News Corporation  
Reed Construction Data

McGraw Hill, F.W. Dodge

Bidders must not appear as listed parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment. Bidders shall include certification regarding suspension and debarment on the Form provided in the Bid Documents.

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

**Davis Bacon and Related Acts (DBRA).** DBRA are administered by the Wage and Hour Division. Contractors and subcontractors performing on federally funded or assisted contracts in, in excess of \$2,000.00 for the construction, alteration or repairs are required to pay their laborers not less than the prevailing wage rates and fringe benefits as determined by Department of Labor (DOL) and listed on the web site ([www.dol.gov](http://www.dol.gov)) under the Wage and Hour Division (WHD) for corresponding classes of laborers employed on similar project in the area and are listed in this contract (**MI160118 02/26/2016 MI118** "Davis-Bacon Wage Determination"). Apprentices may be employed at less than predetermined rates if they are in an apprenticeship program registered with the DOL or with a state apprenticeship agency recognized by the DOL. Trainees may be employed at less than predetermined rates if they are in a training program certified by the DOL. Contractors and subcontractors on prime contracts in excess \$100,000.00 are required, pursuant to the Contract Work Hours and Safety Standards Act, to pay employees one and one-half times their basic rates of pay for all hours over 40 worked on covered contract work in a workweek. **Covered Contractors and subcontractors are also required to pay employees weekly and to submit weekly certified payroll records to LTBB, the contracting agency, to the LTBB Accounting Office or designee (form wh347).** (40 USC §276a; 29 CFR Parts 1, 3, 5, 6 and 7).

A Bid security in the amount of 5 percent of the Bid Sum in the form of a Bid Bond, or certified check payable to the Owner shall accompany each Bid. A personal or company check does not constitute a Bid security.

Refer to other bidding requirements described in Document 00 21 13.

Bids shall be submitted on the Bid Form provided in the Bidding Documents.

The successful Bidder will be required to furnish Performance and Labor/Material Payment Bonds in the amount of 100% of the contract amount.

Bids will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

The Owner reserves the right to accept or reject any or all Bids, either in whole or in part; to award the Contract to other than the lowest Bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the Owner.

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